

## Administrative Rule 9.02.1009

SUBJECT: <b>CONFIDENCE TEST REQUIREMENTS FOR LIFE SAFETY SYSTEMS</b>	EFFECTIVE DATE: <del>March 20, 2009</del>
REFERENCES: 200 <del>96</del> Seattle Fire Code NFPA Standards	SUPERSEDES: Administrative Rule 9.02.09, <del>March 20</del> January <del>42</del> , 2009.
	FCAB REVIEW DATE: <del>March 17, 2009</del>
NOTICE: Notice: Administrative Rules are established per 200 <del>96</del> Seattle Fire Code Section 104.1, and they are subject to the Administrative Sections 104.9 Alternate Materials and Methods, Section 104.8 Modifications, and Section 108.1 Appeals.	APPROVED:  <del>KENNETH TIPLER</del> JOHN NELSEN, FIRE MARSHAL

### SCOPE

This rule shall apply to life safety systems and equipment identified in Table 1 of this document, and any other systems as set forth by the code official.

**Exception:** Non-required life safety systems installed in one and two-family dwellings.

### DEFINITIONS

For the purposes of this rule the following words and terms have the meanings indicated below:

**Certified System.** A life safety system will be considered certified when a certified technician dates, signs, and affixes a white or yellow service tag or label in accordance with the provisions of this rule.

**Certified Technician.** A technician currently certified by the Seattle Fire Department -in accordance with Seattle Fire Department Administrative Rule 9.01.~~1009~~.

**Confidence Test Report.** A complete record of a life safety system test, including problems found and any corrections made.

**Emergency Alarm System.** A system to provide indication and warning of emergency situations, ~~involving hazardous materials.~~

**Service Tag and Label.** A white, yellow, or red in color, with black type, tag or label. It shall be formatted in accordance with Seattle Fire Department rule and used for the purpose of indicating the status of life safety system.

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**Test.** With respect to the work performed on life safety systems, the term means the examination and measurement of the functioning of life safety systems or equipment according to requirements of the Seattle Fire ~~Code Fire~~ Department Administrative Rules, nationally-recognized standards, or manufacturer's instructions.

## CONFIDENCE TEST REQUIREMENTS

All life safety systems shall be tested and certified only by a certified technician. All life safety systems shall be tested and in accordance with nationally recognized standards.

Confidence testing and reporting requirements shall be conducted on a regular basis as dictated by the schedule included in this administrative rule. All required testing shall be done in accordance with applicable national standards.

A Fire Department representative may witness confidence tests.

Confidence tests on fire escapes shall be performed by, or conducted under the direct supervision of, a currently licensed Washington State Structural Engineer. The confidence test report shall be stamped, dated and signed with the Professional Engineer's stamp.

Note: Currently, a permit to repair a fire escape is not required if the cost is less than \$4000.00 in a six month period, see 2006 Seattle Building Code (SBC) 106.2.

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Fire ~~e~~Escapes shall display a service tag made of plastic, 9" x 17" attached to the fire escape on the exterior of lowest landing so that it is easily read by anyone who may use the fire escape for maintenance and/or emergency evacuation.

Any removal of fire escapes must be completed under permit from Department of Planning and Development of Development and Planning (DPD). The building owner shall provide The Seattle Fire Department with a copy of the DPD permit to remove a ~~f~~Fire ~~e~~Escape.

A separate confidence test report form shall be submitted to the Fire Department for each life safety system. All information on the report must be complete and legible, or the report may be rejected by the Fire Department.

All report forms must contain the following:

- Address of the system location
- Name of certified technician conducting the test
- Technician's Seattle Fire Department certification number
- Date of the confidence test

- The location of the specific system must be clearly identified

All confidence testing results shall be submitted on a Seattle Fire Department confidence testing report forms, except for portable fire extinguishers. The current versions are available on the Seattle Fire Department web site at [http://www.seattle.gov/fire/fmo/confidence\\_testing/ctforms](http://www.seattle.gov/fire/fmo/confidence_testing/ctforms)

In order for the confidence test to be valid, a completed White Tag confidence test report must be submitted the Seattle Fire Department. Incomplete Confidence Testing report forms may be returned for completion and shall be resubmitted. The individual that performs the confidence test, or the agency that he/she represents, shall be responsible for the delivery of confidence test reports to the Fire Department within the time frames established by the tagging section of this rule.

Confidence test results shall be faxed, mailed or delivered to the Seattle Fire Department according to the time schedule established in this rule. Reports shall be directed to Seattle Fire Department, Attn: Confidence Testing Unit, 220 Third Avenue South, Seattle, Washington 98104 FAX: 206-615-1068.

## REQUIREMENTS FOR TAGGING LIFE SAFETY SYSTEMS AND REPORTING TEST RESULTS

For all tests conducted after Dec. 31, 2004, life safety systems shall be tagged as follows:

### RED TAG – System Out of Service

Systems out of service, and/or whose operation is seriously impaired, shall be tagged with a red service tag or label and the confidence testing report shall be faxed or delivered to the Fire Department before the end of the day of the test.

When a test report, indicating an out of service system, is delivered or faxed to the Seattle Fire Department on a weekend or holiday, or after regular business hours on a week day, the Certified Technician shall immediately report the out of service system to the Seattle Fire Department 206-233-7219.

NOTE: Out of service fire protection systems may require a fire watch per Seattle Fire Department Administrative Rule 9.06.0107.

### YELLOW TAG – System Has Deficiencies

Systems that are functioning, but have deficiencies (deficiencies as outlined in the Seattle Fire Code), shall be tagged with a yellow service tag or label and the confidence testing report will be faxed, mailed or delivered for receipt by the Fire Department within 15 days of the date of the test. Example: A fire alarm system with a “trouble” indication shall receive a yellow service tag or label.

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### WHITE TAG – No Deficiencies

Systems with no deficiencies shall be tagged with a white service tag or label and the confidence testing report will be faxed, mailed or delivered for receipt by the Fire Department within 30 days of the test.

Note: If the system has problems listed on the confidence test report, then it cannot be certified as a white tag.

### SEQUENCE TEST REQUIRED

Buildings with interconnected life safety equipment shall have a sequence test in addition to individual system tests to verify that all interrelated life safety equipment operates properly. When a sequence test is conducted, a separate test report shall be completed for sequence test and a separate sequence test service label shall be affixed to the fire alarm panel.

### SUB PANELS

Some systems have sub panels (such as notification appliance circuits) that must be tested as part of the confidence testing. Locations of these subpanels should be identified at the fire alarm panel and noted on the confidence testing report.

### SYSTEM IDENTIFICATION

A means shall be provided to identify one system from another. Where multiple systems of the same type exist at one address, each system shall be:

1. Placarded with a unique 2 inch high number; on a contrasting background;
2. The number placard shall be easily visible to the confidence tester; and
3. The number shall be physically located adjacent to the Confidence Testing Tag or Label.
4. The unique number will differentiate one system from another within the same system type, e.g. sprinkler riser #1, #2, #3...#23, #24.; Rangehood #1, #2, #3...#23, #24.
5. The system identification number shall be recorded on the Confidence Test report in the Identification Number field.

### RECORDS OF TEST RESULTS

Copies of confidence test reports for life safety systems shall be maintained:

1. On the premises where the life safety system is located;
2. Made available for Fire Department inspection for a minimum of two years from the date of the test.
3. The system owner shall maintain a copy of the most recent fire alarm system test report at the main control panel, if a panel is present.
4. A copy of the most recent confidence test report for the fire sprinklers shall be maintained at the main control valve.

TABLE 1

**CONFIDENCE TEST SCHEDULE**

Type of System	Test Frequency
Range Hood	6 Months
Automatic Sprinkler – Dry & Pre-Action	Annually
Automatic Sprinkler – Wet	Annually

Clean Agent/ CO <sub>2</sub> / Dry Chemical/_Other Agent	Annually
Emergency Generator	Annually
Fire Alarm System	Annually / Quarterly*
Fire Pump	Annually
Foam System	Annually
Haz-Mat Emergency Alarm System	Annually
Sequence Test	Annually
Shaft Pressure	Annually
Standpipe – Covered Marinas	Annually
Spray Booths	Annually
Stairway Door Locks	Annually
Tempered Windows / Smoke Removal	Annually
Standpipe	5 Years
Fire Escapes	5 Years

\* Fire alarm systems in high rise buildings are required to have one-fourth of the entire system tested quarterly so that the entire system is confidence tested annually.

Note: Portable fire extinguishers shall be inspected and tested annually. A portable fire extinguisher will be considered in compliance when a certified technician dates, sign and affixes a tag containing the information specified for tags by this rule. A confidence testing report is not required for portable fire extinguishers.

#### TEST ANNIVERSARY DATE ESTABLISHED

Beginning in 2004, for all new systems requiring Confidence Testing, an anniversary date will be established one-year from the date of the system acceptance test. The anniversary date shall remain fixed and establish the due date each year for subsequent confidence tests results to be provided to the Seattle Fire Department as required by this rule.

For existing fire protection systems, the anniversary date and due date for subsequent confidence tests will be established as the date on which confidence tests are conducted during 2004. For tests conducted at five-year intervals, the anniversary date and due date for subsequent confidence tests will be established as the date of the first test conducted in 2004 or thereafter.

#### LOCATION OF SERVICE LABELS OR TAGS

A service label or tag conforming to this section shall be securely attached to each fire and life safety system or item of fire and life safety equipment at the time of installation, service or maintenance. The label shall be of the self-adhesive type or the wire-hanging type.

Table 2

The label shall be placed as follows:

Life Safety System Type	Location of Tag or Label
Emergency Generators	On the control panel.
Engineered Suppression Systems	On the agent supply tank or pull device
Fire Alarm Systems/ Sequence Tests	On the Fire Alarm Panel or at power supply, if no panel.
Fire Escapes	On or adjacent to the exterior of the lowest landing.
Fire Pumps	On the control panel
Haz-Mat Emergency Alarm System	In a readily viewable location.
Marina Standpipe	On or adjacent to the fire department connection
Portable Fire Extinguishers	On the control valve of the extinguisher, or cylinder.
Pre-Engineered Suppression Systems	On the agent supply tank or pull device
Range Hoods	On the agent supply tank or pull device
Smoke Control Systems	On the manual control panel, or lowest fan if no panel is installed
Sprinkler Systems	On or adjacent to the sprinkler control valve.
Standpipe Systems	On or adjacent to the lowest outlet.

The following format shall be used for all red service tags and labels:

SYSTEM OUT OF SERVICE			
<b>DO NOT REMOVE</b>  <b>By Order of the Fire Chief</b>	Year	Month	Next Due Date
	Firm		
	Address		
	Phone		
	Serviced by:		
	Certificate NO.		
Description of work:			

The following format shall be used for all yellow service tags and labels:

<b>SYSTEM HAS DEFICIENCIES</b>			
<b>DO NOT REMOVE</b>  By Order of the Fire Chief	Year	Month	Next Due Date
	Firm		
	Address		
	Phone		
	Serviced by:		
	Certificate NO.		
Description of work:			

The following format shall be used for all white service tags and labels:

<b>No DEFICIENCIES</b>			
<b>DO NOT REMOVE</b>  By Order of the Fire Chief	Year	Month	Next Due Date
	Firm		
	Address		
	Phone		
	Serviced by:		
	Certificate NO.		
Description of work:			



## SERVICE LABEL REQUIREMENTS

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The following information shall be printed on service labels:

1. The words "**DO NOT REMOVE BY ORDER OF THE FIRE CHIEF.**"
2. Name of the certifying business or firm.
3. Address of the certifying business or firm.
4. Telephone number of the certifying business or firm.
5. Date that work was performed.
6. Signature of person performing work.
7. Description of work performed.
8. Seattle Fire Department certification number.

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No person shall remove a service tag or label from, or place a service tag or label on, a life safety system or item of life safety equipment except when installation, testing or maintenance is performed. A new service tag or label shall be attached whenever confidence testing is performed.

No person shall deface, modify or alter any service tag or label attached to or required to be attached to any life safety system or item of life safety equipment.

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